

RMDC, Inc. Head Start Policy Council

Chairperson
Lanessa Littrell

Vice Chair
Kim Lamere

Secretary
Jennifer Reed

Treasurer
Janel Walks

Policy Council Meeting Minutes July 21, 2016

Facilitator: Maria Hall

Time Keeper:

Scribe: Kim Lamere

The meeting began at 5:55 p.m.

Public comment on items on the agenda: Lanessa Littrell asked for any public comment on items; there was none.

Policy Council Members Present: Lanessa Littrell, Maria Hall, Jennifer Reed, Sarah Halvorson, Kristie Sears, Amanda Robinson, Kim Lamere, Mary Pat Penley and Trista Vonada.

PC Members Excused: Janel Walks, Keith Meyer, and Rhonda Schaffer.

PC Members Unexcused: None

Six members are needed for a quorum; therefore a quorum was established.

Guests: Patty Dahl

Agenda Review:

June 16, 2016 Policy Council Minutes: Lanessa Littrell moved to approve the June 16, 2016 Policy Council minutes as written; Amanda Robinson seconded. The vote was unanimous.

Treasurer's Report: The Treasurer's Report was handed out and reviewed. The Parent fund has a current balance of \$7,148.07 with \$5,956.50 committed so \$1,191.57 to actually spend. Parent Fund spending included \$31.59 for classroom events and \$10.00 for on-going staff appreciation/morale building for a total of \$41.59 spent. Deposits to the Parent Fund included \$1.55 for June interest and \$79.74 returned from classroom events for a total of \$81.29 deposited. **Jennifer Reed moved to approve the Treasurer's Report and Kristie Sears seconded. The vote was unanimous.**

Correspondence: Lanessa Littrell reported that she'd received two pieces of correspondence from the Regional Office regarding approval of the grant revision to purchase the Smart Board and approval of the program's continuation grant. These documents will be put in the PC minutes notebook.

By-Law Amendments Final Approval: Lanessa reminded us that we'd approved verbally and in writing the amendments to the By-Laws around attendance and now it is time to make a decision about final approval. **Amanda Robinson moved for final approval of the Policy Council By-Laws. Kim Lamere seconded. Vote was unanimous.**

Children's Attendance Incentives: Group discussion on Children's Attendance Incentives. Ideas of DQ and the movies were talked about among the group. Mary Pat Penley volunteered to check with movies on pricing. Lanessa Littrell offered getting a committee together. Lanessa, Mary, Kristie, Kim and Jennifer agreed to email ideas of incentives by Tuesday the 26th with costs of the incentives.

Personnel Decisions: Chairperson Lanessa Littrell referred to the Executive Committee Minutes (copies in PC Minutes notebook) on the following potential hires. The Executive Committee took action on these as the Program wanted some to attend the Montana Preschool Development Grant Summer Institute and then to be able to send out job postings to the current Head Start staff.

Brittany Fuller for Teacher – **Amanda Robinson moved to hire Brittany Fuller as a Teacher. Trista Vonada seconded. The vote was unanimous.**

Jessica Ballard for Teacher – **Sarah Halvorson moved to hire Jessica Ballard as a Teacher. Kim Lamere seconded. The vote was unanimous.**

Carol Ferris for Teacher – **Kim Lamere moved to hire Carol Ferris as a Teacher. Sara Halvorson seconded. The vote was unanimous.**

Roberta Lee for Teacher Assistant – **Kim Lamere moved to hire Roberta Lee as a Teacher’s Assistant. Maria Hall seconded. The vote was unanimous.**

Jodi Marsh for Teacher from Classroom Technician – **Trista Vonada moved to approve hiring Jodi Marsh as a Teacher. Amanda Robinson seconded. The vote was unanimous.**

Patty Dahl then asked for approval to transfer Kristina Reese from Teacher’s Assistant in Helena at the Ray Bjork site to Teacher’s Assistant in Townsend. **Lanessa Littrell moved to approve transferring Kristina Reese from Teacher’s Assistant in Helena to Teacher’s Assistant in Townsend. Kim Lamere seconded. The vote was unanimous.**

Program Calendar for 2016-17: Patty Dahl, Director, reported that the calendar committee is proposing that **ALL** Head Start classes begin and end at the same time which this year would be September 6th and June 6th respectively. She noted that when families are asked about what option they prefer they are also asked about whether full-year services, part-year services, or services that follow their local school calendar would better meet their needs and every year families report that they want Head Start to follow the local school calendar. In proposing this change, it does mean that children will attend seven additional days this coming school year. In reviewing our budget, Patty said she feels this is do-able as the program has had vacancy savings the past couple of years that ends up needing to be spent before April 30th. **Kim Lamere moved to approve the program calendar for the 2016-17 school year; Amanda Robinson seconded. Vote was unanimous.**

Program Options: Patty Dahl went over the proposed Head Start option information that was sent in the PC packet. She talked about the family survey and community assessment information indicating that center-based Head Start best meets the needs of families. **Lanessa Littrell moved to approve the center-based option for this coming school year and to send this decision to the Board for their decision. Lanessa Littrell moved to approve. Sarah Halvorson seconded. The vote was unanimous.**

Program Sites: Patty then went over the proposed information about sites sent in the PC packets. The proposed sites for this year’s Head Start are:

- Neighborhood Center (4 classes) – 1 full-day, part-year class operating for 9.5 hours per day; 3 part-day, part-year classes – all part-day classes operating for 4 hours/day, 137 days/per year. The program pays for the space which does include utilities and janitorial. (Patty noted that we have applied for an extended-day class through Head Start’s “Duration of Services” grant and if we receive that grant we will take one of our 3 part-day, part-year classes operating 4 hours/day and operate it 7 hours/day, 146 days/year with the hope that the classroom could be moved to the north Helena valley if we are able to access space there.)
- Ray Bjork School site (5 classes) – 4 part-day, part-year classes in collaboration with Helena Public Schools Special Education Preschool. These classes would operate 137 days/year for 3½ hours/day, Monday through Thursday. Additionally, the program will operate one extended-day, part-year Head Start/Montana Preschool Development Grant (MSRP) class at Ray Bjork that will operate 7 hours/day

for 156 days, mostly 5 days per week (some Fridays will have no children so staff can attend training, etc. All classroom space at Ray Bjork includes utilities and janitorial and is provided by School District #1, Helena Public Schools. This helps the program meet its non-federal share.

- Eastgate School site (2 classes) – 1 part-day, part-year class that will operate 4 hours/day, Monday through Thursday for 137 days and 1 extended-day, part-year Head Start/Montana Preschool Development Grant (MSRP) classrooms at Eastgate that will operate 7 hours/day for 156 days, mostly 5 days per week (some Fridays will have no children so staff can attend training, etc. Two classrooms, storage, and office space (including utilities and janitorial) are all donated by School District #9, East Helena Public Schools. This helps the program meet its non-federal share.
- Townsend site (1 class) – part-day, part-year – class operates 4 hours per day, Monday through Thursday, 137 days/year. RMDC is purchasing the property; the program pays monthly depreciation costs to RMDC and its own utilities and janitorial.
- Whitehall site (1 class) – part-day, part-year – class operates 4 hours/day, Monday through Thursday, 137 days/year. The program pays for the space which includes utilities. The program pays its own janitorial.
- Helena Housing Authority (HHA) Head Start (1 class) – full-day, part-year on the Helena Housing Authority main campus – class operates 9.5 hours/day, Monday through Thursday for 137 days/year. The program pays its own utilities and janitorial. HHA takes care of the grounds with snow removal and summer maintenance.
- Boulder Elementary School site (1 class) – extended-day, part-year operating in Boulder Elementary School – class operates 7 hours/day, Monday through Thursday and every other Friday (or so). This class will operate 156 days, 5 days/per week, 7 hours/day. All classroom space at Boulder Elementary includes utilities and janitorial and is provided by the Boulder Elementary School District. This will help the program meet its non-federal share once an appraisal is completed.

Lanessa Littrell moved to approve the proposed sites for this coming school year with a contingency on whether the Duration of Services grant including one-time funds is approved and to move the PC decision on to the Board for their decision. Kim Lamere seconded. The vote was unanimous.

Parent Orientation for 2016-17: Lanessa referred to the Parent Orientation Procedure that was handed out. Parent Orientation (or Initial Classroom Visits) happens every year before children begin the program. Last year Parent Orientation was done a little differently using a program-made video and having four families attend together so they and their children (and the adults too) could begin developing relationships. This format is again proposed for this year's Parent Orientation. **Lanessa Littrell moved to approve Parent Orientation continuing this year as it was last year; Jennifer Reed seconded. The vote was unanimous.**

Complaint Policy and Form Review: Patty Dahl referred the PC to the Community Complaint Policy and Form sent to them prior to the meeting. This Policy and Form is to be reviewed annually and at this time there are no staff-recommended changes. The Board is also required to review this. **Lanessa Littrell moved to approve the Community Complaint Policy and Form as presented and forward the decision onto the Board. Kim Lamere seconded. The vote was unanimous.**

RMDC Board Report: Lanessa Littrell gave the report in Keith's absence. She stated that the board is full at 15 seats. Board approved the overall budget for RMDC for the July, 2016 – June 30, 2017 fiscal year.

Director's Report: Patty Dahl reported that the Program only had the three HS/MPDG classes operating in June and served 250 breakfasts; 235 lunches; and 231 snacks to Head Start enrolled children in June. These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement; the reimbursement for June was \$1,386.30. The Program also served 46 breakfasts, 42 lunches, and 41 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 129 non-reimbursed meals.

July Credit Card Charges: Head Start had a credit card charge of \$548.58 on Patty Dahl's Head Start VISA card. Purchases made were: \$331.35 for classroom supplies paid for by the Head Start grant and \$142 for

professional development paid for by the HS Training and Technical Assistance grant. There were also charges of \$75.23 for classroom supplies paid for with funds from the Montana Preschool Development Grant. The program had a \$66.76 Costco credit card bill for July; this was for classroom supplies paid for with funds from the Montana Preschool Development Grant.

Other updates: Head Start Staff Professional Development – In June, Ashley Peña-Larsen attended Head Start Leadership Conference in Denver, our City of Helena bus driver attended the MAPT (Montana Association for Pupil Travel) conference, and one teacher attended the Montana Behavior Initiative Institute. We had several classroom staff members doing Pyramid Training classes and MELS (Montana Early Learning Standards) on-line training during the summer to comply with STARS, our State’s Quality Rating Improvement System. Head Start classroom staff attended the Montana Preschool Development Grant Summer Institute in July; everyone garnered at least 24 hours of professional development by attending. Patty and Ashley Peña-Larsen will be attending the STARS Institute next Monday and Tuesday.

Interviewing and Hiring: Patty reported that lots of interviewing has been happening for classroom positions and the Ed staff is grateful for Lanessa’s participation on interview committees. The program had two additional resignations – Elsie Hewitt and Kim Kurth so interviewing will continue.

Patty noted that the program currently has 81 returning child applications completed, 90 new income eligible apps and 26 new over income apps completed. There are 28 incomplete applications (missing income verification) which Mindy has followed up on requesting the info.

Patty reported that the Self-Assessment Team met on July 19th and the Action Plan should be ready for discussion at the August PC meeting. She also reported that the Environmental Health and Safety review follow-up is being completed; Janet Flaughter is conducting the follow-up and the program has had to provide further information to her. Patty then went over the budget closeout for the 2015-16 grant. Kathy Marks, Head Start’s Budget Analyst, will close the grant out by July 30th. All of the Head Start funds have been spent. The budget for the May 1, 2016 has not yet been put into the financial system at RMDC. We are waiting to receive approval on the COLA grant before entering the budget.

Lanessa Littrell motioned to approve the director’s report including the budget. Kim Lamere seconded. The vote was unanimous.

Tonight’s Meeting Evaluation:

Pluses: Early out

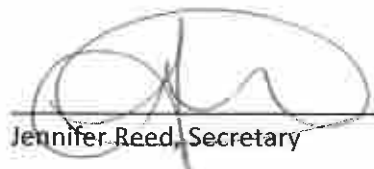
Wishes: None

Next Meeting: Thursday, August 18th

Adjournment: Kim Lamere moved to adjourn the meeting at 7:10 p.m. Maria Hall seconded. The vote was unanimous.



Lanessa Littrell, Chairperson



Jennifer Reed, Secretary